

FISCAL YEAR 2010 APPROPRIATIONS REQUEST GUIDELINES

Congressman Ken Calvert

Deadline for submission – February 27, 2009

While it is expected there will be fewer funding requests overall in the upcoming year, the guidelines below set out the information necessary in order for a funding request to be considered by Congressman Calvert in the Fiscal Year 2010 House Appropriations cycle. Please provide complete information.

GENERAL REQUESTS (NON-Defense)

A. Contact Information

Name of requesting entity _____

Point of Contact for Entity: _____

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Zip: _____

Phone (Office): _____ Phone (Cell): _____

Email: _____

Washington D.C. Affiliate Contact: _____

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Zip: _____

Phone (Office): _____ Phone (Cell): _____

Email: _____

B. Project Description

1. Official name or title of project: _____
2. Which federal agency will be responsible for administering requested funds?

3. Which account within the federal agency's budget will the funds originate?

4. Overall description of project and when project will be completed (not to exceed one page) :

5. Short description of the project (about 200 characters or no more than 50 words):
6. Specific description of how the requested federal funds would be used, including breakdown of expenditure of funds (if applicable). The Committee sometimes does not fund salaries and operating expenses, so please include this information as well if this applies to this request.
7. When could federal funds, if received, be expended on the project (i.e. as soon as received, this fiscal year, next fiscal year, etc.)?

8. How does the project benefit residents, the community, and/or the economy of the 44th Congressional District of California, as well as, if applicable, California and the U.S.? Please include the background information on why the project is needed and any pertinent facts in support of the project that have not already been included above:

9. Priority of request (i.e. number ____ of ____ requests made) if your organization is making more than one request:

10. Does this project involve organizations or partners outside of CA-44 and/or California? If so, please provide the name, its location, and in which other Congressional District it resides:

C. Funding Requested

11. FY 2010 funding amount requested for project: _____

12. The requested Federal Funds are what percentage of the total project for FY 2010:

13. Have you requested funds for this project from other Members of the House or Senate? If so, please indicate which Members and provide staff contact information.

14. Will the project be completed with the requested federal funds, or will it need additional federal funds in future appropriation cycles?

15. Why are federal appropriations funds being requested, versus seeking grants or other funding sources? If there are grants or other funding sources that are being sought in FY10, please describe the source and status of those requests.

16. Has the project received federal appropriations funds in the previous three fiscal years? If so, include amounts and year received.

17. Has the project received any other federal, state, local funds in the past three fiscal years? If so, include amounts and date received.

18. Is there a local matching fund requirement and/or will federal funds help leverage additional funds?

D. Other Information

19. Please describe the requesting organization's main activities, and whether it is a public, private non-profit, or private for-profit entity.

20. Is there statutory authorization for the requested project (Please cite specific Public Law and Section from project Authorization)?

21. How much funding has been included or expected in the President's FY 2010 budget proposal, if that amount is known?

E. Additional information for Transportation-related requests only

22. State/local share of project cost: _____

23. How much of the request can be spent in FY 2010? _____

24. If this is a highway request, is the project on the State's transportation improvement program?

25. If this is a Federal Highway Administration (FHWA) request, is the request considered by the state and/or regional transportation official(s) as critical to their needs? Please include a **letter** from the State and/or Regional Transportation Agency (required by Committee) confirming this project is critical to their needs.

26. If this is a highway, rail, transit, or aviation request, did you check with the California Department of Transportation (DOT), Federal Railroad Administration, Federal Aviation Administration, or Federal Transit Administration (FTA) to determine if the project is eligible for federal funds? Please indicate response:

27. Did you check with the above mentioned agencies (#25) to determine if the project is eligible to receive federal funding under the account requested?

SUBMISSION PROCESS for General Requests

By February 27, 2009, please submit all requests to CA44Requests.FY10@mail.house.gov via email. Please include in the subject line of the email or fax "CA 44 Requests FY10 – [name of project]."

NOTIFICATION OF PUBLICATION

The appropriation requests made to the Appropriations Committee will be made in accordance with Rule XXI, clause 9, of the Rules of the House of Representatives and will also be reported publicly on Congressman Calvert's website at www.house.gov/calvert.